

# AFIS Fiscal Year-End 2016 Question & Answer Session

May 12, 2016



**BREAZ**  
BUSINESS RE-ENGINEERING ARIZONA

**Angela Dillard**

Statewide Accounting Administrator

**JUNE CLOSING/13<sup>TH</sup> MONTH, YEAR-END  
PAYMENTS, ENCUMBRANCES,  
PROCUREAZ**

***BREAZ***

# June Closing & 13<sup>th</sup> Month for FY16 (1, 5, 6)

- The month of June (Accounting Period 12) will remain open until July 7<sup>th</sup>
  - Allows for clearing bank files and other interfaces with June record dates
  - Payments for FY16 obligations can still be made in FY16 until July 7<sup>th</sup>
- There will not be a 13<sup>th</sup> month for processing claim (payment) transactions
- There will be a 13<sup>th</sup> month for processing other transactions, such as intra and inter-agency transfers (IET, ITI/ITA), journal vouchers (JV, JVC), and cost allocation (CA)

# **FY16 Purchasing/Contracting & Payments for FY16 obligations** (3, 4)

- Procure with intent to receive on or before 6/30/16
- For reverting appropriations, if received after 6/30/16, pay as an administrative adjustment in FY17, using BFY16 if:
  - Valid expenditure for BFY16
  - Contractual liability created on or before 6/30/16
  - Sufficient spending authority and cash exists
  - Approval given by ADOA Director before obligation created
    - Authority delegated to State Comptroller. Send written requests to the General Accounting Office

# FY16 Purchasing/Contracting & Payments for FY16 & FY17 obligations <sup>(3)</sup>

PAYMENT PROCESSED IN/DOCUMENT	CALENDAR DATE	BFY FOR CLAIM	FY/PERIOD/RECORD DATE
PROCUREAZ – PRCPZ1	≤ 6/30/2016	2016	FY = 2016 Period ≤ 12 Record Date ≤ 6/30/2016
PROCUREAZ – PRCPZ1	≥ 7/1/2016	2016 (Administrative Adjustment)	FY = 2017 Period ≥ 1 Record Date ≥ 7/1/2016
PROCUREAZ – PRCPZ1	≥ 7/1/2016	2017	FY = 2017 Period ≥ 1 Record Date ≥ 7/1/2016
AFIS – GAX	≤ 7/6/2016	2016	FY = 2016 Period = 12 Record Date = Current date
AFIS – GAX	≥ 7/7/2016	2016 (Administrative Adjustment)	FY = 2017 Period ≥ 1 Record Date = Current date
AFIS – GAX	≥ 7/1/2016	2017 (FY 2017 Obligation)	FY = 2017 Period ≥ 1 Record Date = Current date

# Capital Project Claims for FY16 <sup>(6)</sup>

- Capital Project claims should be delivered to the ADOA General Services Division, Capital Projects Construction office for review and approval by 2:00 p.m. on June 23<sup>rd</sup>
  - Those not received by the deadline above will be processed on a first-in, first-out basis and not guaranteed to be processed by July 7<sup>th</sup> (close of June)
  - Must be paid as administrative adjustments after July 6<sup>th</sup>

# Encumbrances (1, 4)

- Open encumbrances established in FY16 can continue to be used, both for June transactions (through July 6<sup>th</sup>) and for Administrative Adjustment payments beginning July 1<sup>st</sup>
  - These encumbrances will be rolled from FY16 to FY17 on August 5<sup>th</sup>. The roll process will increase fund balance for FY16 and decrease fund balance for FY17
- Open encumbrances that are associated with appropriations that have end dates of  $\leq 6/30/16$  will be lapsed on July 15<sup>th</sup>
  - Does not include documents initiated in ProcureAZ
  - GAO will be running a list of open pre-encumbrances (RQPZ1) and encumbrances (POPZ1) initiated from ProcureAZ that are associated with appropriations with end dates  $\leq 6/30/16$ . Agencies will need to close these out manually this fiscal year

# Administrative Adjustments for FY15

- All administrative adjustments for FY15 must be processed by June 30<sup>th</sup>
  - Those not processed by June 30<sup>th</sup> must be submitted as Relief Bill items (ARS § 35-191) to the GAO

## ProcureAZ Documents for FY17 <sup>(4)</sup>

- Integration fixes are currently in progress to allow posting of documents to FY/BFY17
- Currently, Requisition (RQPZ1) and Purchase Order (POPZ1) documents for FY/BFY17 can be started, just not finalized
- RQPZ1 and POPZ1 documents related to Type 1 or Type 2 appropriations for FY/BFY17 are anticipated to be available by the end of May for full processing, as long as appropriation and budgets have been loaded for FY/BFY17
- RQPZ1 and POPZ1 documents related to Type 3 appropriations can be fully processed once the integration fixes are completed

**Brian Nguyen**

Statewide Accounting Manager

AFIS Operations

CREDIT CARD CLEARING, DEPOSITS,  
INVESTMENTS/DIVESTMENTS, P-CARD/CTA,  
WARRANT CANCELLATIONS, USE TAX

***BREAZ***

# Credit Card Clearing Fund (4, 5)

- For those agencies utilizing fund 2600 for credit card activity, this fund should be reconciled by July 6<sup>th</sup>
- For agencies utilizing another authorized fund for credit card activity with Balance Sheet Account (BSA) 1534-Treasurer's Credit Card Clearing, this fund should also be reconciled by July 6<sup>th</sup>
- Contact your agency liaison if your agency would like to change Credit Card Clearing Fund to another authorized fund

# Treasurer Deposits/Direct Deposits <sup>(5)</sup>

- Deposits for FY16 must be at the Treasurer's Office by 2:00 p.m. on June 30<sup>th</sup>
  - Deposit documents must be entered with BFY16 and FY16, accounting period 12 and a blank record date
- Direct deposits for FY16 must be at the Treasurer's Office by 2:00 p.m. on July 6<sup>th</sup>
  - Deposit documents must be entered with BFY16 and FY16, accounting period 12 and blank record date
  - Do not include multiple FY lines on a single CR document
- Deposits outstanding in the Treasurer's Office system not claimed by an agency by the July 6<sup>th</sup> deadline will be processed as favorable deposit adjustments in FY16 13<sup>th</sup> month if the agency is identifiable. If not identifiable, they will be processed in FY17

# Investments and Divestments <sup>(5)</sup>

- AFIS investment and divestment processes are automated through the SWEEP table
- Be sure to set the minimum required cash balance (BSA 0070) on the SWEEP table
- Use BBALS (ITD Balance Sheet Summary), CBALDQ (Cash Balance Detail) or CBALSQ (Cash Balance Summary) to view cash balances

## Federal Funds Draw Down <sup>(5)</sup>

- As with all deposits, these should be delivered to the Treasurer's Office by 2:00 p.m. on June 30<sup>th</sup> to be processed as a FY16 transactions
- Funds deposited with Bank of America but not yet processed in AFIS may be processed as FY16 transactions until the July 6<sup>th</sup> deadline or as favorable deposit adjustments in the 13<sup>th</sup> month

# Cash Balance <sup>(6)</sup>

- Cash balances in AFIS are tracked on inception-to-date basis
- Sufficient cash balance in a fund (and sub-fund, if applicable) is validated at the time a financial transaction is processed
- Agencies will need to ensure they have sufficient cash to process allowable 13<sup>th</sup> month activities such as intra and inter-agency transfers (IET, ITI/ITA), journal vouchers (JV, JVC), and cost allocation (CA)

# P-Card and Central Travel Account (CTA) Claims <sup>(6)</sup>

- The July statement from US Bank will include charges for June and July 2016
  - Refer to the grid on slide 5 to determine the appropriate FY and BFY to use for these charges
  - May be easier to split payments for June and July into two separate documents
- US Bank Vendor/Customer Number and address ID established for each agency may be found on GAO website at <https://gao.az.gov/afis/purchasing-cards>

# Document Catalog (6, 7)

- All FY16 payroll transactions (PEDF1) must be cleared by June 30<sup>th</sup>
  - GAO will be monitoring PEDF1 records to ensure they are being cleared in a timely manner
  - Please contact your GAO AFIS Liaison for assistance, or to report any foreseen compliance issues
- All other documents should be cleared on a regular basis
- GAO is looking into a purge process to discard stale documents in FY17

# Warrant Cancellation <sup>(7)</sup>

- Warrant cancellation requests received after June 30<sup>th</sup> for warrants issued in FY16 will be processed in FY17 with the appropriate prior BFYs
- Please refer to the Stop, Cancel, or Reschedule a Warrant Quick Reference Guide on GAO website at <https://gao.az.gov/trainingevents/training-resources> for further information

# Use Tax Payments to Dept. of Revenue <sup>(8)</sup>

- Use Tax payments (IETUT and IETAT) for FY16 may be processed until 8:00 pm July 6<sup>th</sup>
  - Documents must specify BFY16 (or prior BFYs) FY16 and accounting period 12
  - DOR contact for questions related to Use Tax is Sherri Goodman at [sgoodman@azdor.gov](mailto:sgoodman@azdor.gov) or Jeannie Duschik at [JDuschik@azdor.gov](mailto:JDuschik@azdor.gov)

**Amy Aeppli**

Statewide Accounting Manager

Budget & Reporting

# APPROPRIATIONS, BUDGET, REPORTING, REVOLVING FUND

# Appropriation Transfers <sup>(4)</sup>

- Appropriation Transfers
  - 6/20/16, submit by 3:30 p.m.
    - Adequate consideration for any appropriations requiring review by OSPB
      - No guarantee processed by the June 30th statutory deadline if miss submission time
  - May be needed for Administrative Adjustments

# Lapsing and Continuing Appropriations <sup>(7)</sup>

- BQ90LV1 (Appropriation and Allotment)
  - Effective End Date
    - $> 6/30/16$ , Appropriation balances are carried forward
    - $\leq 6/30/16$ , Appropriation balances are lapsed
- Appropriations will be available for expenditure in AFIS beginning 7/1/16

# New FY Appropriations <sup>(5)</sup>

- FY17 appropriation budgets entered into AFIS manually by agencies in accordance with the General Appropriations Act(s)
  - Budget Structure 90 (BGA90)
    - **Document Header Section**
      - Budget FY =2017
      - Fiscal Year = 2017
      - Period = 1
    - **Appropriation and Allotment Level section for Type 1**
      - Start date = 07/01/2016
      - End date = 06/30/2018
    - **Appropriation and Allotment Level section for type 2**
      - Start date = 07/01/2016
      - End date = 06/30/2020 – If open ended; otherwise use end date identified in legislation

\*Webstory will also be provided with details

# New FY Appropriations cont. (5)

- Allotments
  - 30%, 22%, 22%, 26%
    - GF portions of lump sum appropriations
  - 25% per quarter
    - All other appropriations
  - Letter required to be submitted to OSPB for alternate allotment requests
    - BGA90, BGE1 with letter attached

# Budget Loading <sup>(7)</sup>

- Elections for Departmental budgets
  - Auto-Generate Budget (92, 93, 95)
    - Tracks spend without requiring a budget
    - infoAdvantage Budget reports not available
      - infoAdvantage Expenditure reports or Advantage screens available
  - Roll-Forward with PY Budget Amounts (91, 92, 93, 95)
    - FY16 Budgets rolled to FY17 in Final status
    - Manually create budget modification documents
  - Roll-Forward in Draft status (91, 92, 93, 95)
    - FY16 Budgets rolled to FY17 in Draft status
    - Update amounts before submit documents to workflow

## Budget Loading cont. (7)

- Programmatic Budget loads must be manually entered
- Budget Interface Upload
  - Only select agencies approved for FY17
  - All Departmental and Programmatic structure budgets available
  - Can be combined with other departmental budget options

# infoAdvantage <sup>(7)</sup>

- infoAdvantage will continue to be available
  - View/Refresh reports
    - Interactive role (INFO\_INTRCT)
  - Report Development
    - Report Developer role (xxx\_INFO\_DVLPR)
- Monthly Reports
  - 7/8/16, June monthly reports available
  - 7/16/16, 13<sup>th</sup> month reports available

# Revolving Funds <sup>(8)</sup>

- SAAM
  - Topic 20 Current Assets, Section 11 Imprest Funds, Revolving Funds and Petty Cash
    - 37.4. Annually, as part of the closing package, fiscal year end (June 30) revolving fund:
      - 37.4.1. Bank reconciliations must be sent to the GAO at [gaoafr@azdoa.gov](mailto:gaoafr@azdoa.gov). (At its discretion, the GAO may require more frequent submittal of revolving fund bank reconciliations.)
      - 37.4.2. Cash or bank balances not accounted for in AFIS (which, since policy requires maintaining such balances on AFIS, should be a very infrequent occurrence) must be reported to the GAO.

**Joanna Greenaway**

Statewide Accounting Manager

Systems Integration and Application, Security & Workflow

# HRIS LABOR DISTRIBUTION, EMPLOYEE REIMBURSEMENTS, FIXED ASSETS

# HRIS Labor Distribution <sup>(2)</sup>

- Starting April 25<sup>th</sup>, any additional accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered as FY17 using:
  - A value of 'HRIS' or 'HRLG' in the Function Type roll-up on the FUNC (Function) table for HRIS Accounting Unit
  - A value of 'HRIS' in the Activity Type roll-up on the ACTV (Activity) table for Account Category (DTA, EVA only) and HRIS Activity (FOA only)
  - CAS or CAM documents to set up the structure for Program/Program Period for HRIS Activity and HRIS Account Category
  - CAS or CAM documents to set up the structure for Program/Program Phase for HRIS Activity (DTA only)
  - A value of 'HRS' in the Location Class roll-up on the LOC (Location) table for HRIS Activity (EVA only)

## HRIS Labor Distribution cont. (2)

- HRIS will continue updating FY16 elements with the nightly batch cycle until June 20<sup>th</sup> (with the exception of “Compute Tuesday”)
- New FY17 AFIS profiles for HRIS labor distribution should be set up no later than June 14<sup>th</sup>
- First interface of FY17 AFIS Profiles to HRIS will take place on June 15<sup>th</sup> to allow for necessary updates to ETE Account Templates during the weekend of June 18<sup>th</sup> – June 19<sup>th</sup>
- Beginning June 22<sup>nd</sup>, only FY17 AFIS profiles will be interfaced to HRIS; FY16 elements will no longer be included on the nightly interface
- FY17 AFIS COA will be updated in HRIS for all active positions to move from FY16 to FY17 the weekend of June 25<sup>th</sup> – June 26<sup>th</sup>
- Agencies can begin entering time records in HRIS for the first payroll of FY17 beginning on June 27<sup>th</sup>
- First pay date of FY17 is July 7<sup>th</sup>

# Employee Reimbursement Claims for FY16 <sup>(2)</sup>

- For employee reimbursement claims related to FY16 reverting appropriations, there are two options for processing after June 21<sup>st</sup>:
  - Process in HRIS with the normal payroll cycle and then process an administrative adjustment transfer in AFIS to transfer the charges to the correct Budget Fiscal year (BFY) beginning approximately July 7<sup>th</sup>
  - Input as handwrites in HRIS up until June 30<sup>th</sup>

## Fixed Asset Module <sup>(8)</sup>

- Fixed asset shells must be completed or “unpending” by COB on July 18<sup>th</sup>
- Refer to FN-AZ-AM-N332 for a current list of FAS documents
- Agencies with assets that are not completed prior to the June and 13<sup>th</sup> month depreciation run on July 19<sup>th</sup> must submit a full closing package, including a depreciation schedule
- Depreciation for June and 13<sup>th</sup> month will be run on July 19<sup>th</sup>
- FN-AZ-AM-N357 report will be available in InfoAdvantage on July 20<sup>th</sup>

**Amanda Compton**

Statewide Accounting Manager  
Federal, Cost Accounting & Travel

# CLOSING PACKAGE, FEDERAL GRANTS

## Closing Package <sup>(8)</sup>

- The General Survey and Checklist are due to the GAO-GAAP group by July 11<sup>th</sup>
  - Agencies that submit audited financial statements do not need to complete the closing package
- Financial information provided to GAO for inclusion in the CAFR needs to be in accordance with applicable GASB standards. There are several new standards effective for fiscal year 2016
- For questions related to the CAFR email [CAFR@azdoa.gov](mailto:CAFR@azdoa.gov)

# Federal Grants <sup>(6)</sup>

- Agencies that receive Federal Financial Assistance must submit the Federal Financial Assistance Checklist (Form 15) as part of the Closing Package
- Federal grants should be reconciled and any errors corrected prior to June 30<sup>th</sup>
  - Expenditures
  - CFDA #
- Federal draws should be as close to actual cash outlay as possible, cash should not be drawn in June for anticipation of payments during July

# Questions? Comments?

